

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training **CONFIDENTIAL** DATE: 17 March 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #11

1. DD/P Publications

Conversations with [redacted] 25X1
on 14 March 1960 confirmed that they are sympathetic with OTR's need
for considerable numbers of certain Clandestine Services publications
as study or reference materials in several of our courses in the Opera-
tions, Intelligence and IC schools. To date, OTR has received as 25X1
many copies as could be spared, the over-all limitation being the
total number produced. In the future:

a. [redacted] will continue to receive the present 25X1
allotment of standard, CS publications (instructions,
notices, etc.).

b. [redacted] will attempt to obtain Plans Staff 25X1
concurrence in automatic distribution of selected, special
CS publications, such as interpretive book dispatches and
memoranda, of obvious interest and concern to current OTR
teaching. We are aiming at 100 copies, and if we can
receive this number, we will set up internal OTR distribution
through [redacted] 25X1

c. If we cannot obtain enough copies for this method
of handling, we will receive a smaller number, with written
authorization to reproduce as many as we need for controlled,
training purposes.

d. In the case of more sensitive publications of definite
command, planning, or policy interest, we hope to obtain as
many as five copies for OTR, to be distributed by C/PPS on
a need-to-know basis in OTR. This will not be used in
training without specific approval from DD/P-TRO.

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At the same time OTR is asked and cautioned to take good care of the copies it does receive of CS publications, see to it that they are controlled and handled properly, and not ask for reissues without good and sufficient reason. Replacements will not be forthcoming for materials carelessly lost or mishandled.

2. Registration for Dependent Briefings

PPS ascertained from [] on 14 March the real reason for DD/P-TRO control of enrollment for Dependent Briefings. This reason is: it enables DD/P to control attendance, to prevent attendance by dependents of employees who have not yet been accepted or approved for overseas assignment or who will not be approved by O/Security or the Medical Staff (employee or dependent) for overseas services. Under the present procedures, applications received by [] office are referred to the Area Division, to Security, and to the Medical Staff for concurrence. Often this is the first notice these offices have of the proposed travel/assignment! A turn-down or delay suggested by any one of these will ensure that only dependents with a need-to-know will be briefed. It also will avert the embarrassment, unpleasantness, and disappointment which would result from a change of plan after the briefing. In order to accomplish the briefing as far in advance of travel as possible, it is incumbent upon the sponsor and the area division to initiate and coordinate the proposed assignment action as early as possible. It is understood that the Offices of Security and Communications may make special arrangements with DD/P-TRO with respect to handling of their applications. These should have no effect on OTR (or Chretien's responsibilities).

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3. Proposed Agency Notice on the Dependent Briefing Program

A proposed Agency Notice on the Dependent Briefing program has been drafted for publication and forwarded to DD/S.

4. Revised Regulation on the Language Development Program

The revised Regulation on the Language Development Program is presently being edited and coordinated by the Regulations Control Staff of DD/S. The processing is being done on an expedite basis.

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5. Improvement of Agency Forms

In his role as Chairman of the Administrative Procedures Committee of DD/S, [redacted] is now asking each component to review the internal forms which it has originated with an eye to streamlining, eliminating, consolidating, and otherwise improving such forms. He has asked that we approach this task very earnestly in OTR because it is one of the main ways in which the Administrative Procedures Committee hopes to accomplish its mission of cutting down or out some of the Agency's red tape. He says the Office of Personnel is planning to eliminate more than 40 of its forms and the Office of Logistics will also eliminate substantial numbers of forms. CIA is now using about 1750 forms of its own, and another 200-300 forms which are standard throughout the Government.

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6. Requirement for Political Action Training

On 16 March 1960, [redacted] Division, [redacted], member, Political Action

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[redacted] assist [redacted], our principal CA instructor. Other details were discussed, and it was agreed that this proposal would be reported to the DTR and referred to [redacted] C/OS for his consideration. If the latter agrees that, assuming an available instructor, etc., OTR can provide this training support, then a formal, DD/P training requirement should be forthcoming, indicating the training objective, numbers and grade level of students, frequency of course, etc.

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7. IOTP Resume for COPS

Pursuant to DTR instructions, PPS prepared and forwarded to Mr. Helms, COPS, on 16 March 1960 a resume entitled "The CIA Junior Officer Training Program." The Office of Personnel resume, entitled

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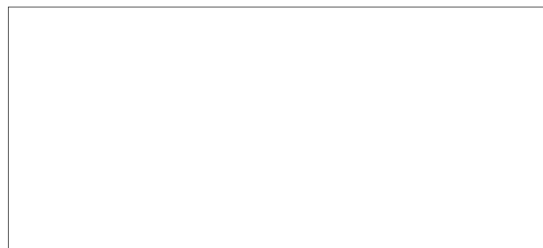
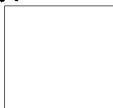
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"The Selection of Junior Officer Trainees," was forwarded with the OTR paper. A copy of the latter was sent to Mr. Gordon Stewart, Director of Personnel, and to C/JOTP, who provided PPS with essential statistics, information, and commentary.

*To the copy attached
I will forward a copy of this report
to Sers for the DOS at his regular
meeting next week*



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